

## EZBUILD GUIDELINES FOR CONTRACTOR PAY APPLICATION

1. Using Internet Explorer, go to ezbuild Customer Login screen: <https://ezbuild.fpm.iastate.edu>
  - a. Sign in using the logon ID and password emailed to you by the system. You have probably changed your password at this time so if you have forgotten it or your logon ID, contact your ISU Project Administrator.
2. From the "Current Activity" tab
  - a. Select your contract and expand with the plus sign.
  - b. Click the underlined name of your company.
3. To enter your draw request
  - a. Click on the "Schedule of Values" tab and then click the "Create/Edit Draw Request" button (this opens a new window).
  - b. Highlight the first line item for which you wish to claim payment.
  - c. In the boxes above and to the left, fill in \$ amount **or** % of the Scheduled Value.
  - d. Click the SAVE button after each line item.
    1. When you reach a Material line item for which you want to claim payment for Stored Materials, you will use the boxes above and to the **right** to enter the dollar amounts.
    2. There will be a prompt to remind you to upload supporting documentation.
  - e. When you have entered all dollar values for current Pay Request, click Save & Close.
  - f. The page will refresh to the list of scheduled items and there will be a red asterisk beside the items that need supporting documentation for Stored Materials.
    1. **Combine all invoices, pictures, etc. into one pdf document.**
    2. Click the icon that resembles a stack of papers next to the stored item description to upload your pdf document.
    3. Follow the prompts to browse for and attach your pdf document.
    4. Back at the selected line item, the icon will have turned blue when backup is attached.
  - g. You can save, close, and return any time prior to signing off to update your Pay Application.

**NOTE:** The Close-out line item cannot be billed at 100% until an Acceptance of Completed Contract letter has been issued by Iowa State University.
4. Select CLOSE and return to the "Contract Summary" tab
  - a. Sign off on the Pay Application by typing your password in the Sign Digitally with General Contractor box which is on the lower right. Click SIGN.
  - b. The application moves into the next approver court with an email notification and continues through the approval cycle.
  - c. When the final signature is obtained, the application is processed for payment.